

ADM-10.7

DD/S&T 4824/66
27 September 1966

MEMORANDUM FOR: Executive Officer, DD/S&T

THROUGH: Mr. [REDACTED] 25X1A
Mr. [REDACTED]
Mr. [REDACTED]

SUBJECT: Security Management Staff Concurrence/
Coordination in Contract Approval Actions

REFERENCE: OEL-798/66 (DD/S&T 4659/66) Dated 19
September 1966

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1. The reference was an approval memorandum to the DD/S&T for the negotiation of a time and material contract with [REDACTED] for the installation of a ground-based intercept system at [REDACTED]. Priority action was required since the contractor personnel were to depart in two groups, with the first group scheduled for 1 October and the second, 1 November. A total of 17 contractor personnel are involved.

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2. In reviewing the Contract Approval Package on 26 September, (it had been approved by Mr. Duckett on 24 September) I noted the absence of any obvious identifying information in the form of concurrence comments in the basic memorandum or data which would indicate that this proposed movement of personnel to an overseas site had been coordinated with the Security Management Staff. I felt certain that such contact had been made since clearances would be required for the contractor personnel. I was prompted to send [REDACTED] an informal note (a copy attached) and very shortly thereafter was advised by [REDACTED] that coordination had been effected and that clearance action was under way. 25X1A

3. This particular contract action does seem to point up the necessity for the Security Management Staff to be identified in the coordination process and the following is recommended:

DD/S&T

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Contract Approval Actions**

a. Include the Security Management Staff on the Form 2416 for these types of contract actions only (i. e. , where contract personnel are involved, security clearances needed, requirement for advance coordination, concurrence, etc. , is evident)

b. If the action is obviously in any way critical from the standpoints of timing, obtaining special clearances, etc. , the Security Management Staff, upon receiving the Contract Approval Package, would attach a succinct memorandum outlining the actions they have taken. This memorandum would remain attached to the Contract Approval Package.

4. This procedure would insure the DD/S&T that all necessary coordination and action had been accomplished or was underway, assist the Security Management Staff in the certainty of inclusion on such actions and inform the Director of Security and other later concurring and approval authorities that all appropriate security actions were known to the most knowledgeable Directorate officials.

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Attachment

Distribution:

1 - fwd/w/att

1 - Mr. [REDACTED]

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1 - Mr. [REDACTED]

1 - Mr. [REDACTED]

2 - Registry

1 - [REDACTED]

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